



## Equality, Good Relations and Human Rights Screening Template

**\*\*\*Completed Screening Templates are public documents and will be posted on the Trust's website\*\*\***

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

### **(1) Information about the Policy/Proposal**

(1.1) Name of the policy/proposal

Recruitment and Selection Procedures

(1.2) Is this a new, existing or revised policy/proposal?

Revised

(1.3) What is it trying to achieve (intended aims/outcomes)

Promotion of equality of opportunity for existing staff and all potential applicants.

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

Trust staff representative of all Section 75 categories. The procedure promotes equality of opportunity for all applicants. Approximately 82% of existing staff are female and the procedures reflect this through the promotion of flexible working arrangements.



(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

Trust

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

- Financial and budgetary constraints impacting on the recruitment process
- Service demands
- Legal factors linked to this procedure

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, trade unions, professional bodies, independent sector, voluntary and community groups etc)

- All staff
- All potential applicants
- Professional Bodies and Trade Unions
- Service Users
- Independent assessors
- Other HSC bodies e.g. Recruitment and Selection Shared Service Centres, other Trusts
- Equality Commission (NI)



(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

Regional and Local Human Resources Policies

Employment legislation and relevant Case Law

## (2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

### *Details of evidence/information*

- Financial Data
- Human Resource Data
- Trust and Directorate Saving Plans
- ECNI Guidance
- Previous Screenings
- Trust Article 55 Returns and Monitoring



**(3) Needs, experiences and priorities**

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

<b>Category</b>	<b>Needs, experiences and priorities</b>	
	<b>Service users</b>	<b>Staff</b>
Gender		83.03% Female 16.97% Male
Age		16-19, 0.94% 20-29, 15.16% 30-39, 24.08% 40-49, 32.68% 50-59, 22.27% 60+, 4.87%
Religion		Protestant, 58.52% Roman Catholic, 29.24% Neither, 12.24%
Political Opinion		2 of 3 Council areas return Unionist Majority
Marital Status		Majority married, 68.58% Single, 25.82%
Dependent Status		32.55% have indicated caring responsibilities
Disability		3.07% indicated they have a disability
Ethnicity		Majority White
Sexual Orientation		0.84% LGB/ & T



(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

- Trade Unions
- HR staff

#### (4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

**(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?**

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender		Majority Female staff and correlation with caring responsibilities	Minor
Age		Affects all age groups	Minor
Religion		Majority of staff are Protestant-reflective of Trust area	Minor
Political Opinion		2 out of 3 Council areas return Unionist Majorities	Minor
Marital Status		Majority Married – link with caring responsibilities	Minor
Dependent Status		Approximately one third of staff indicated they have caring responsibilities	Minor



		Correlation gender and caring responsibilities	
Disability		Under-reporting - NI average 20%	Minor
Ethnicity		Majority White- NICE research indicates childcare issues for BME Communities	Minor
Sexual Orientation		National Statistics -6- 10% LGB&T	Minor

**(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?**

<b>Section 75 category</b>	<b>Please provide details</b>
Gender	Article 55 Reporting and Monitoring, Staff training and Engagement
Age	Staff monitoring, Staff training and Engagement
Religion	Article 55 Reporting and Monitoring, Staff training and Engagement
Political Opinion	Article 55 Reporting and Monitoring, Staff training and Engagement
Marital Status	Staff monitoring, Staff training and Engagement
Dependent Status	Staff monitoring, Staff training and Engagement
Disability	Staff monitoring, Staff training and Engagement
Ethnicity	Staff monitoring, Staff training and Engagement
Sexual Orientation	Staff monitoring, Staff training and Engagement



<b>(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none</b>		
<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief	Article 55 returns with focus on under-representation issues	Minor
Political opinion	Article 55 returns with focus on under-representation issues	Minor
Racial group		Minor

<b>(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>	
<b>Good relations category</b>	<b>Please provide details</b>
Religious belief	Staff Training & Engagement
Political opinion	Staff Training & Engagement
Racial group	Staff Training, Engagement and Interpreting / Translation services

## **(5) Consideration of Disability Duties**

<b>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</b>
<p>The Trust Disability Action Plan 2014-17 promotes these two duties. Reasonable Adjustments will be taken into account in any recruitment and selection of staff.</p>



**(6) Consideration of Human Rights**

(6.1) Does the policy/proposal affect anyone's Human Rights?

Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			x
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			x
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			x
Article 5 – Right to liberty & security of person			x
Article 6 – Right to a fair & public trial within a reasonable time			x
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			x
Article 8 – Right to respect for private & family life, home and correspondence.	x		
Article 9 – Right to freedom of thought, conscience & religion			x
Article 10 – Right to freedom of expression			x
Article 11 – Right to freedom of assembly & association			x
Article 12 – Right to marry & found a family			x
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			x
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			x
1 <sup>st</sup> protocol Article 2 – Right of access to education			x

**Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.**





(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

Human Rights discussed during screening process.  
E-Learning module on Equality and Human Rights promoted.

**(7) Screening Decision**

**(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?**

Major impact	
Minor impact	x
No impact	

**(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening**

Yes	x
No	

**(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?**

Yes	
No	x



(7.4) Please give reasons for your decision and detail any mitigation considered.

- Major impact not identified. Ongoing screening recommended as integral to the implementation process. The policy includes mitigating measures e.g. in terms of flexible working and promoting different contractual arrangements.

### **(8) Monitoring**

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

- Monitoring of data in relation to staff e.g. Article 55.
- Monitoring of Vacancy Controls and Reporting measures.
- Monitoring of Recruitment and Selection Training.
- Complaints/Comments
- Screening integral to monitoring processes

Approved Lead Officer: Elaine O'Neill

Position: Senior HR Manager

Date: 19 January 2016

Policy/proposal screened by: Elaine O'Neill & Suzanne McCartney